

Wisconsin Department of Justice Office of Crime Victim Services



Sexual Assault Victim Services (SAVS) Grant Program Guidelines

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TABLE OF CONTENTS

I.	INTRODUCTION.....	1
	A. APPLICABILITY	1
	B. ADMINISTRATION	1
	C. AUTHORITY	1
	D. FUNDING SOURCE	1
	E. PROGRAM GOAL.....	1
II.	ELIGIBILITY REQUIREMENTS	1
	A. STATUTORY REQUIREMENTS	1
	B. CORE SERVICES.....	1
III.	GRANT APPLICATION CYCLE.....	3
IV.	USE OF SAVS FUNDS.....	3
	A. PRIORITIES.....	3
	B. ELIGIBLE SERVICES AND ACTIVITIES.....	4
	C. INELIGIBLE SERVICES AND ACTIVITIES.....	4
	D. VOLUNTEERS	4
V.	SAVS COSTS AND EXPENSES	4
	A. PERSONNEL	4
	B. STAFF DEVELOPMENT	5
	C. TRAVEL	5
	D. EQUIPMENT.....	6
	E. SUPPLIES/OPERATING EXPENSES	6
	F. CONTRACTUAL/CONSULTANT COSTS	6
	G. OTHER EXPENSES.....	7
VI.	FINANCIAL REQUIREMENTS.....	7
	A. PAYMENT OF GRANT FUNDS.....	7
	B. BUDGET MODIFICATIONS.....	8
	C. RECORD MAINTENANCE	8
	D. PROPERTY MANAGEMENT RECORDS	8
	E. PROCUREMENT TRANSACTIONS	9
	F. AUDIT	9
VII.	PROGRAM REPORTS AND RECORD KEEPING REQUIREMENTS	9
	A. GENERAL.....	9
	B. SIX-MONTH AND FINAL REPORTS.....	10
	C. QUARTERLY REPORTS.....	10
	D. STATISTICAL REQUIREMENTS.....	10
	E. OTHER STATISTICS	11
	F. CLIENT FILES	11
VIII.	ADDITIONAL REQUIREMENTS.....	11
	A. AFFIRMATIVE ACTION.....	11
	B. NONDISCRIMINATION.....	12
IX.	APPENDICES	13
	A. WISCONSIN STATUTES 165.93 SEXUAL ASSAULT VICTIM SERVICES; GRANTS.	13
	B. WISCONSIN STATUTES 973.045 CRIME VICTIM AND WITNESS ASSISTANCE SURCHARGE.....	15
	C. STATISTICAL REQUIREMENTS.....	16

I. Introduction

A. Applicability

These guidelines discuss general program requirements and restrictions related to the administration of the Sexual Assault Victims Services (SAVS) Grant Program funded by the State of Wisconsin. This revision supersedes all previously issued guidelines.

B. Administration

The Wisconsin Department of Justice, Office of Crime Victim Services (OCVS) is the state agency responsible for administration of the SAVS awards.

C. Authority

These guidelines apply to grants awarded by the State of Wisconsin pursuant to s.165.93 (Appendix A).

D. Funding Source

The funding source for the SAVS Grant Program is Part B of the Crime Victim and Witness Assistance Surcharge s. 973.045 (3) (a) 2 (Appendix B). The amount available is based on collections from the surcharge.

E. Program Goal

The goal of the SAVS Grant Program is to develop, expand, enhance, and/or support comprehensive sexual assault victim services so they are available to victims of sexual assault regardless of where they reside in Wisconsin.

II. Eligibility Requirements

A. Statutory Requirements

The SAVS Grant Program was created under section 165.93, Wis. Stats. The eligibility requirements are defined in this statute. See appendix IX for statute.

The intent of the requirements was to encourage the funding and therefore the development of comprehensive sexual assault services rather than specialized services, such as an agency that only provides therapy to child sexual assault victims.

B. Core Services

The SAVS legislation provides a brief list of services that must be offered by award recipients. Shortly after the creation of the SAVS Grant Program, the Wisconsin Coalition Against Sexual Assault's (WCASA) funding subcommittee more fully defined the basic services that a sexual assault victim service provider should be expected to provide.

OCVS uses WCASA's list of core services in its application materials and monitoring process since the sexual assault service providers themselves developed and understand these definitions. The statistical information that OCVS is mandated to collect from grantees has also been designed to reflect these core services.

24 Hour Crisis Response: Agency provides a telephone number with 24-hour immediate access to a person trained in providing sexual violence crisis counseling/intervention, information and referrals.

Personal Advocacy: Agency addresses victim's/survivor's self-identified needs through an ongoing supportive process of listening, providing emotional support, identifying options, problem solving and skills development.

Systems Advocacy: Agency acts on behalf of and in support of victims/survivors of sexual violence to ensure their interests are represented and their rights upheld. This includes legal and medical accompaniment/advocacy, as well as the development of cooperative relationships with community partners in order to improve systems response to all survivors.

Information and Referral: Agency provides and maintains current information pertaining to appropriate community resources.

Support Groups: Agency provides regular facilitated meetings of victims/survivors of sexual violence and/or survivor allies (e.g. family members, partners) with a supportive and educational focus.

Accessible Services: Agency adheres to policies, procedures, attitudes, communications and accessible physical space (according to ADA guidelines) for all members of the community. Agency works toward removing barriers to services through a commitment to cultural competency.

Community Outreach and Prevention Education: Agency increases awareness and understanding about sexual violence through community outreach and engagement.

III. Grant Application Cycle

The SAVS grant application process is on a three year cycle; however awards are granted for one year at a time and follow the calendar year. OCVS holds an open competition for the initial year in which all applicants, new and existing must compete for funding. Only the agencies that are awarded funds during the first year may apply for continued, non-competitive funding for the intervening two years.

An application is completed each year, but the continuation application is shorter and less rigorous than in the first competitive year. Non-competitive applications are judged on their own merits, not relative to other applications.

IV. Use of SAVS Funds

A. Priorities

The application for the SAVS Grant Program continues to reflect the priorities set by sexual assault service providers in conjunction with the WCASA statewide planning process. The priorities are:

Sustaining Existing Services

- Provide basic core services
- Strengthen or expand core services
- Maintain existing core services when funding is lost

Promoting Healthy Agencies

- Improve staff salaries and benefits in order to attract and retain qualified employees
- Ensure adequate staffing levels to provide core services
- Provide sufficient training; offer ongoing training opportunities to longer-term staff, cross training for non-sexual assault staff; and ensuring other agency members, such as executive directors, board members and volunteers, receive adequate sexual assault victim services training
- Promote sexual assault victim services: focus activities to increase the number of victims served and/or the number of referrals made by other agencies; and increase collaboration with cooperative agencies

Fostering Expansion of Services

- New programs in unserved areas
- Outreach/satellite offices in unserved and underserved areas
- Sexual assault victim services focusing on underserved populations

Funds should not be used to supplant, replace or divert other sources of support.

B. Eligible Services and Activities

Services and activities eligible for the use of SAVS funds include:

1. Core services for victims of sexual assault
2. Therapy and group treatment for victims of sexual assault (“Therapy” refers to intensive psychological/psychiatric treatment provided by a licensed professional.)
3. Support services to incarcerated individuals when the services pertain to the sexual violence victimization of the individual
4. Administrative staff expenses and indirect organizational costs (prorated appropriately)
5. Volunteer coordination to provide sexual assault victim services
6. Staff participation in the development of protocols, interagency agreements and other working agreements with community service providers that benefit victims of sexual assault
7. Transportation for staff/volunteers to provide sexual assault victim services and for sexual assault victims to receive services (mileage reimbursement, gas cards, taxi vouchers, and/or bus tokens, etc.)

C. Ineligible Services and Activities

Services and activities ineligible for the use SAVS funds include:

1. Sex offender treatment/rehabilitation
2. Victim’s cost reimbursement for expenses incurred as a result of a crime (e.g. insurance deductibles, lost wages or medical bills)
3. Forensic examinations
4. Investigation services to prosecute the crime
5. Staffing domestic violence shelters. (OCVS recognizes that SAVS funded staff working at dual sexual assault/domestic violence agencies may need to “fill-in” during emergency staffing situations. However, SAVS will not fund positions regularly scheduled to staff domestic violence shelters on nights and weekends, etc.)

D. Volunteers

OCVS encourages the use of well trained and knowledgeable volunteers to provide sexual assault victim services although the use of volunteers is not a requirement to receive this grant.

V. SAVS Costs and Expenses

A. Personnel

The SAVS Grant Program will fund positions providing core sexual assault victim services. Supervisory, and/or administrative positions for sexual assault victim services may be prorated appropriately. Job descriptions inclusive of position qualifications are required with the application.

Salaries and fringe benefits should be reasonable and in accordance with the award recipient’s cost allocation plan and organizational structure.

Adequate documentation and policies must be maintained to determine appropriate funding allocations. Special care should be taken if a position is funded from more than one source.

Accurate time/attendance records must be maintained for all positions budgeted under the SAVS Grant Program. Time/attendance records must specify personnel hours worked directly on grant activities and the nature of the work performed. If hours cannot be specified, costs are unallowable.

Written policies and procedures with regard to work hours, holidays, vacation, sick leave, overtime pay, compensatory time, termination, job descriptions and job qualifications must be available at the agency.

B. Staff Development

SAVS funds designated for staff development may be used to enhance the skills of staff providing core sexual assault victim services as well as supervisors and administrative staff supporting the sexual assault victim service program. SAVS funds may also be used to send volunteers and non-SAVS funded staff to attend conferences and seminars on sexual assault victim issues.

Out-of-state training is allowed if comparable training is not available in Wisconsin.

Expenses to hire a consultant to provide in-house training on sexual assault issues to staff are allowed under the Contractual/Consultant category of the SAVS grant.

C. Travel

SAVS funds allocated for travel must relate to the provision of sexual assault victim services. SAVS funds may be used to reimburse mileage and purchase gas cards, taxi vouchers or bus tokens, etc. for staff/volunteers providing the core sexual assault victim services and victims seeking victim services. Furthermore, funds may be used to reimburse staff/volunteers for other travel expenses such as meals and lodging when those expenses relate to the provision of sexual assault victim services. Travel related expenses for non-funded SAVS staff and volunteers are allowed as long as the travel relates to the provision of sexual assault victim services.

Travel related expenses (mileage, meals, lodging, etc.) for staff development should be budgeted under the Staff Development category of the SAVS grant.

The State rates for travel reimbursement apply to SAVS grants. The use of SAVS funds for travel expenses shall not exceed the State rates. Contact OCVS for current rates regarding travel reimbursement.

D. Equipment

SAVS funds may be utilized to purchase equipment for sexual assault victim services. Equipment should be prorated to the award recipient's sexual assault victim services program. Expenses in this category typically include any items with a useful life of one year or more. SAVS funds cannot support the entire cost of an item that is not used exclusively for sexual assault victim services. However, SAVS funds can support a prorated share.

E. Supplies/Operating Expenses

SAVS funds may pay for supplies and operating expenses that are actual, reasonable and necessary expenditures required to provide core sexual assault victim services. Operating expenses may include items such as rent, printing costs, liability insurance, postage, general office supplies, telephone expenses, internet expenses, etc.

SAVS funds can be used to purchase resource materials such as books, training manuals and videos, etc. for core sexual assault victim services.

SAVS funds cannot support the entire cost of an item that is not used exclusively for sexual assault victim services. However SAVS funds can support a prorated share.

Agency membership dues for organizations that offer needed, timely and relevant information on sexual assault victim services such as the Wisconsin Coalition Against Sexual Assault, Inc. (WCASA) are allowed under the SAVS Grant Program. Membership dues required for professional licensing may not be charged to SAVS.

F. Contractual/Consultant Costs

SAVS funds may be used to contract specialized services such as an audit, media buys, bookkeeping, training consultants, translation/interpretation services, etc. These services shall be prorated to the award recipient's sexual assault victim services program. Information including the name of the contracting agency or individual and the purpose of the contract or agreement must be included in the budget section of the application.

Contracts or agreements shall be governed and interpreted under the laws of the State of Wisconsin. The award recipient shall at all times comply with and observe all federal and local laws, ordinances and regulations in effect during the period of the grant agreement which affect the work or its conduct.

The contract or other written agreement must not affect the award recipient's overall responsibility for the duration of the project and accountability to OCVS. Award recipients are responsible for contract performance when contractors/consultants are used. Contractors/consultants must abide by all terms and conditions of the SAVS grant agreement.

If an award recipient uses SAVS funds to contract with another agency to provide a core sexual assault victim service (i.e. 24 hour crisis line), the award recipient is required to formalize the arrangement in a contract or other written agreement between the parties involved. The contract or agreement must, at a minimum, state the activities to be performed, the time schedule, the project policies and the requirements that are applicable to the contractor, other policies and procedures to be followed, the dollar limitation of the agreement and the cost principles to be used in determining allowable costs. Copies of all executed contracts or agreements for core services along with the qualifications of the contractor must be provided to OCVS within thirty days after the grant begins.

G. Other Expenses

SAVS eligible expenses not included in any other budget category should be itemized in this category; however, this budget category shall NOT be used as a catch-all category for unknown or unbudgeted expenses. Every item must be described and justified.

A reasonable, prorated amount for indirect/administrative costs is allowed under the SAVS Grant Program. Indirect/administrative costs are costs of an organization that are not readily assignable to a particular project or grant, but are necessary to the operation and performance of the organization. Examples of indirect/administrative costs include operating and maintaining facilities, depreciation, and administrative salaries, etc. A description of the indirect/administrative costs is required in the grant application.

VI. Financial Requirements

A. Payment of Grant Funds

Grant funds are disbursed in two parts. Eighty percent of the award is disbursed at the beginning of the year and the remaining twenty percent is disbursed after the SAVS Final Report is received and approved. **Any grant funds disbursed but not expended by December 31 must be returned to OCVS at the time the final report is filed.**

OCVS will not make payments to third parties.

B. Budget Modifications

Budget variances of \$500 or less affecting any single approved budget category (personnel, staff development, etc.) is permissible without prior approval from OCVS and does not require a budget modification. OCVS shall be consulted whenever a variance exceeds \$500 per budget category.

If an award recipient determines that a modification of more than \$500 in an approved budget category is necessary, the award recipient shall request review and approval from OCVS. The award recipient shall not expend funds until OCVS approves the transfer of funds from one budget category to another.

The form to transfer funds is on OCVS' webpage: www.doj.state.wi.us/cvs
All requests to transfer funds must be received and approved by OCVS before the last business day of the SAVS grant year.

C. Record Maintenance

Award recipients will establish and maintain adequate records of all expenditures incurred under the grant agreement. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, state, and local ordinances.

OCVS has the right to audit, review, examine, copy and transcribe any pertinent records or documents relating to any contract resulting from the bid/proposal held by the award recipient. The award recipient will retain all documents applicable to the grant agreement for a period of not less than three years after the final payment is made.

D. Property Management Records

Award recipients shall maintain property management records for all property acquired in whole or in part with grant funds. At a minimum, records must 1) contain copies of purchase orders and invoices and 2) include an inventory control listing which contains a) the item description b) source of funds c) manufacturer's serial number d) purchase price e) location, use and condition of property and f) final disposition price.

A physical inventory of property costing \$5,000 or more shall be taken and the result reconciled with the property record annually to verify the existence, current utilization and continued need for the property.

A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of property shall be investigated, fully documented and made part of the office grant file.

Disposal of property or equipment purchased in whole or in part with grant funds is subject to approval by OCVS. OCVS will determine how the property or equipment is disposed of upon termination of the grant.

E. Procurement Transactions

Award recipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable State of Wisconsin law and standards identified in the Wisconsin Administrative Code Chapters 7, 8, and 10.

F. Audit

If the award recipient already has an annual audit performed by independent auditors, the auditors are responsible to determine whether state and federal single audit requirements apply to the award recipient and if so, they are also the ones responsible for complying with state and federal single audit regulations. If a single audit is required and compliance testing must be done, the auditors will decide which grant programs need to be tested for compliance, and they will perform the testing themselves.

If an award recipient spent more than \$500,000 in federal awards during the year, the award recipient must comply with state and federal single audit regulations and a single audit report must be prepared by the auditors. If such a report is prepared, the award recipient must send OCVS a copy of it within nine months from the end of award recipient's fiscal year or within thirty days completion of the audit, whichever is sooner.

Award recipients funded by more than one Wisconsin DOJ grant program (i.e. SAVS and VOCA) only need to submit one copy of the audit report to OCVS.

SAVS recipients may use a prorated portion of SAVS funds to conduct the agency's audit whether or not the agency spent \$500,000 in federal awards.

VII. Program Reports and Record Keeping Requirements

A. General

Award recipients shall keep OCVS advised of the name, title, address and telephone number of the SAVS Grant Contact Person. The SAVS Contact Person is the individual with whom OCVS will communicate regarding all project related matters.

Award recipients shall keep OCVS advised of the name and qualifications of each person, including consultants and subcontractors, whose position is funded in whole or in part by this grant.

Award recipients may be required to submit their work plan periodically, upon request of OCVS, to demonstrate progress.

Furthermore, OCVS may at any time, request the award recipient's most recent audit or financial statement. OCVS may also request receipts for expenditures, payroll, records, etc.

B. Six-Month and Final Reports

OCVS requires all award recipients to provide a six-month and final report. The six-month report includes progress toward project goals and a financial report covering the time period from January 1 through June 30. The final report includes progress toward project goals, a financial report, and a statistical report covering the time period from January 1 through December 31. Six-month and final report forms will be provided to grantees no later than one month prior to the report's due date.

C. Quarterly Reports

OCVS may request first and third quarter reports from select award recipients to review the recipient's progress throughout the year. If quarterly reports are required, OCVS will list them as a special condition in the award recipient's grant agreement.

Quarterly reports include an updated work plan, statistics (including how victims are referred to the program), and a one page narrative discussing the progress made on the activities during the report period. The reports are due in OCVS thirty days after the end of the report period.

D. Statistical Requirements

Award recipients are required to report statistics to OCVS for each calendar year supported by the grant in the final report. Please refer to Appendix C for Statistical Requirements. Requirements reflect statutory mandates and core services.

SAVS requires award recipients to report the total number of primary and secondary victims combined. For purposes of the SAVS Grant, primary and secondary victims are defined as follows:

Primary Victim – Any person who has sustained physical, sexual, or emotional harm as a result of an act of sexual violence.

Secondary Victim – Any person who has been affected by the sexual violence to the primary victim such as a non-offending caregiver, friend, family member, etc.

Many award recipients find it helpful to track the number of primary victims separate from the number of secondary victims (for program planning, grant writing, etc.) and then combine the numbers served for the SAVS report.

Award recipients need to keep track of victims' ages and which counties/tribes they are from. Award recipients who serve both sexual assault and domestic violence victims need to indicate the number of sexual assault clients that presented as sexual assault victims and the number that presented as domestic violence victims also dealing with sexual assault issues. Refer to Appendix C. (This information is required in the grant application and in the final report.)

E. Other Statistics

OCVS encourages award recipients to gather data on the type of sexual assault (i.e. child survivor of incest, adult survivor of childhood sexual assault/abuse by a non-caregiver/non-family member, adult survivor of sexual assault by an acquaintance, etc.); gender; ethnicity; and sexual orientation.

These statistics are not required for the SAVS grant, but award recipients may find that collecting these statistics may help with grant writing, developing new agency programs, providing facts during community education presentations, determining who is “underserved” in the community, and developing new community services such as a child advocacy center. Furthermore, some other grant funders require agencies to collect some of this data to comply with civil rights laws.

F. Client Files

Award recipients shall keep client files in accordance with state and federal laws.

VIII. Additional Requirements

A. Affirmative Action

Award recipients must agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5) Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the grantee further agrees to take affirmative action to ensure equal employment opportunities.

Grant awards estimated to be over twenty-five thousand (\$25,000) require submission of a written affirmative action plan by the grantee. An exemption occurs from this requirement if the contractor has a workforce of less than twenty-five (25) employees. Within fifteen (15) working days after the grant is awarded, the award recipient must submit the plan to the contracting state agency for approval. Agencies awarded grants will be contacted by the

Department of Justice Contract Compliance Officer if an affirmative action plan is required.

Questions or inquiries regarding contract compliance issues **only** should be directed to:

Contract Compliance Officer
Wisconsin Department of Justice
PO Box 7857
Madison, WI 53707-7857

B. Nondiscrimination

Award recipients must comply with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

IX. Appendices

A. Wisconsin Statutes 165.93 Sexual assault victim services; grants.

(1) DEFINITIONS. In this section:

- (a) “Department” means the department of justice.
- (b) “Sexual assault” means conduct that is in violation of s.940.225, 948.02, 948.025, 948.03, 948.055, 948.06, 948.07, 948.08, 948.085, 948.09 or 948.10.
- (c) “Victim” means an individual who has been sexually assaulted, regardless of whether the sexual assault has been reported to any governmental agency.

(2) GRANTS. (a) Beginning on January 1, 1995, the department shall provide grants to eligible organizations from the appropriation under s. 20.455 (5) (gc) to provide services for sexual assault victims.

(b) An organization is eligible to apply for and receive a grant under this section if the organization meets all of the following criteria:

1. The organization is a nonprofit corporation or a public agency.
2. The organization provides or proposes to provide, either directly or through a contract, subcontract, service agreement or collaborative agreement with other organizations, entities or individuals, all of the following for sexual assault victims:
 - a. Advocacy and counseling services.
 - b. Crisis telephone line service on a 24 hours per day and 7 days per week basis.
 - c. Professional education about intervention for sexual assault victims and community education programs for the prevention of sexual assault.
 - d. Services for persons living in rural areas, men, children, elderly persons, physically disabled persons, minority groups and other groups of victims that have special needs. This subdivision does not require the applicant to provide services to any group of persons that does not reside in the applicant's service area.
3. The organization does not receive more than 70% of its operating budget from grants under this section.
4. The organization does not provide all of its services under subd. 2. a. to d. by contract, subcontract, service agreement or collaborative agreement with other organizations, entities or individuals.

(c) Whenever the department reviews applications for grants under this section, the department shall consider all of the following:

1. The need for sexual assault victim services in the community in which the applicant provides services or proposes to provide services.
2. The degree to which the applicant's services or proposed services are coordinated with other resources in the community and state.
3. The needs of urban and rural communities.
4. The needs of existing and proposed programs and services.

(3) REPORTING REQUIREMENTS. An organization that receives a grant under this section shall report all of the following information to the department for each fiscal year covered by the grant:

(a) The total expenditures that the organization made on sexual assault victim services in the period for which the grant was provided during that fiscal year.

(b) The number of persons served by general type of sexual assault victim services provided in the period for which the grant was provided during that fiscal year. The department shall identify for organizations the general types of sexual assault services provided.

(c) The number of persons who requested sexual assault victim services in the period for which the grant was provided during that fiscal year but who did not receive the sexual assault victim services that they requested.

(4) LIST OF ELIGIBLE ORGANIZATIONS. The department shall certify to the government accountability board, on a continuous basis, a list containing the name and address of each organization that is eligible to receive grants under sub. (2).

NOTE: Sub. (4) is shown as amended by 2007 Wis. Act 1 eff. the initiation date as set forth in section 209 (1) of that Act. Prior to that date it reads:

(4) LIST OF ELIGIBLE ORGANIZATIONS. The department shall certify to the elections board, on a continuous basis, a list containing the name and address of each organization that is eligible to receive grants under sub. (2).

History: 1993 a. 16, 227; 1995 a. 225; 2005 a. 253, 277, 278; 2007 a. 1.

B. Wisconsin Statutes 973.045 Crime victim and witness assistance surcharge.

(1) Except as provided in sub. (1m), if a court imposes a sentence or places a person on probation, the court shall impose a crime victim and witness assistance surcharge calculated as follows:

- (a) For each misdemeanor offense or count, \$60.
- (b) For each felony offense or count, \$85.

(1m) If a complaint is issued charging a person with a crime for an offense that could subject the person to a forfeiture or to prosecution for a crime, the prosecutor decides to defer or suspend the criminal prosecution, and as a result the person agrees to pay a forfeiture, the court shall impose a crime victim and witness assistance surcharge in addition to imposing a forfeiture. The amount of the surcharge shall be the amount specified in sub. (1) (a) or (b), depending on the crime that the person was charged with in the complaint.

(2) After the clerk determines the amount due, the clerk of court shall collect and transmit the amount to the county treasurer under s. 59.40 (2) (m). The county treasurer shall then make payment to the secretary of administration under s. 59.25 (3) (f) 2.

(3) (a) The clerk shall record the crime victim and witness surcharge in 2 parts. Part A is the portion that the secretary of administration shall credit to the appropriation account under s. 20.455 (5) (g) and part B is the portion that the secretary of administration shall credit to the appropriation account under s. 20.455 (5) (gc), as follows:

- 1. Part A equals \$40 for each misdemeanor offense or count and \$65 for each felony offense or count.
- 2. Part B equals \$20 for each misdemeanor offense or count and \$20 for each felony offense or count.

(b) The person paying the crime victim and witness surcharge shall pay all of the moneys due under part A before he or she pays any of the moneys due under part B.

(4) If an inmate in a state prison or a person sentenced to a state prison has not paid the crime victim and witness assistance surcharge under this section, the department shall assess and collect the amount owed from the inmate's wages or other moneys. Any amount collected shall be transmitted to the secretary of administration.

History: 1983 a. 27; 1987 a. 27; 1989 a. 31; 1993 a. 16; 1995 a. 201; 2003 a. 33; 2005 a. 25.

C. Statistical Requirements

1. Statutory Requirements

Section 165.93(3), Wis. Stats., requires the Department of Justice to collect the following information from all SAVS grantees. Please report the statistics from **January 1 through December 31**.

A. Report the <u>TOTAL</u> expenditures made by the organization on all sexual assault services. Not just SAVS funding. (This amount should not be less than the amount spent with the SAVS grant.)	
B. Report the number of persons served by general type of sexual assault victim service listed. The statistics should reflect all primary and secondary sexual assault victims served by the agency and <u>not</u> just the number of victims served with the SAVS grant.	
24-Hour Crisis Response – Agency provides a telephone number with 24-hour immediate access to a person trained in providing sexual violence crisis counseling/intervention, information and referrals. * Report the number of calls the agency received from victims and the general public needing sexual assault services and information. Include the number of information/referrals provided over the telephone. (This number may exceed the number listed for item D.)	
Personal Advocacy – Agency addresses victim's/survivor's self-identified needs through an ongoing supportive process of listening, providing emotional support, identifying options, problem solving and skills development * Report the number of victims provided services such as securing rights, remedies and services from other agencies; locating emergency financial assistance, intervening with employers, creditors and others on behalf of the victim; assisting in filing losses covered by public and private insurance programs including workman's compensation, unemployment benefits, etc. (This number should not exceed the number listed for item D.)	
Systems Advocacy – Agency acts on behalf of and in support of victims to ensure their interests are represented and their rights upheld. This includes legal and medical accompaniment/advocacy as well as the development of cooperative relationships with community partners in order to improve systems response to all survivors. Agencies do not need to report the number of CCR, SART or other networking meetings, but please report on the following services:	
<ul style="list-style-type: none"> • Criminal Justice Support/Advocacy - Number of victims the agency provided support, assistance, and advocacy at any stage of the criminal justice process including post-sentencing services and support. (This number should not exceed the number listed for item D.) 	
<ul style="list-style-type: none"> • Emergency Legal Advocacy - Number of victims the agency assisted in filing temporary restraining orders, injunction and other protective orders, elder abuse petitions, and child abuse petitions. This may include the number of victims the agency provided support to during child custody and visitation proceedings when directly connected to sexual violence cases and taken to ensure the health and safety of the victim. (This number should not exceed the number listed for item D.) 	
<ul style="list-style-type: none"> • Medical Advocacy – Number of victims the agency provided support, assistance, and advocacy for medical care related to the sexual assault/abuse. (This number should not exceed the number listed for item D.) 	
Information/Referral – Agency provides and maintains current information pertaining to appropriate community resources. * Report the number of in-person contacts with victims during which time services and available support are identified. (This number should not exceed the number listed for item D.)	
Support Groups – Agency provides regular facilitated meetings of victims/survivors of sexual violence and/or survivor allies (e.g. family members, partners) with a supportive and educational focus. * Report the number of people that attended support groups. (This number should not exceed the number listed for item D.)	
Therapy – Agencies that receive SAVS funding are not required to provide this service; however, some agencies do provide this service and it is important to record the number of victims that receive this service directly from SAVS grant recipients. * Report the number of victims the agency provided intensive professional psychological and/or psychiatric treatment. This includes the evaluation of mental health needs as well as the actual delivery of psychotherapy. Do not include the number of victims referred to therapy. (This number should not exceed the number listed for item D.)	

Community Outreach and Prevention Education – Agency increases awareness and understanding about sexual violence through community outreach and engagement. Please report the following:	
• Number of community education/prevention/outreach presentations . Do not include awareness events such as health fairs, parades, or Take Back the Night.	
• Number of people attending community education/ prevention/outreach presentations. Do not include awareness events such as health fairs, parades, or Take Back the Night. (This number may be duplicated.)	
C. The number of persons who requested but did not receive sexual assault services.	
D. The total number of <u>unduplicated</u> sexual assault victims receiving services from the agency.	

2. Sexual Assault Victim Services Statistics

- Indicate the number of unduplicated sexual assault victims the entire agency served by location between January 1 and December 31.
- Indicate the breakdown by age.
- Report statistics by an identified location (county or tribe) if known. Write “Unknown Location” if victims did not disclose their location.
- Include primary and secondary victims of sexual assault in these statistics.
- Include the sexual assault statistics for the entire agency, not just the sexual assault victims served by the SAVS grant.

Victims Served by Location	Location:	Location:	Location:	Location:	Location:
Children (12 & under)					
Teens (13 – 17)					
Adults (18 & over)					

Total number of clients served (all areas combined):

3. Dual Service Agency

- If the agency is a dual sexual assault/domestic violence agency, indicate the number of sexual assault clients that presented as sexual assault victims and the number that presented as domestic violence victims with sexual assault issues.
- Include the sexual assault statistics for the sexual assault program, not just the sexual assault victims served by the SAVS grant.

Sexual Assault:	Domestic Violence with Sexual Assault:
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